



Position Announcement:

Executive Director/CEO Kansas City, Kansas Housing Authority

The Opportunity

The Kansas City, Kansas Housing Authority, a mature PHA with more than 60 years of service, seeks a seasoned property management and low-income housing professional to serve as the agency's Executive Director and CEO.

Chartered in 1957, the Kansas City, Kansas Housing Authority is committed to help low- and moderate-income families and individuals achieve greater stability and self-reliance by providing safe, affordable quality housing; by partnering with community services and agencies; and by promoting economic opportunity in a suitable living environment free from discrimination.

Opening Juniper Gardens as its first development in 1962, KCKHA operates 16 properties and scattered-site housing with more than 2,057 units for families and elderly residents across Kansas City, Kansas. Beyond these KCKHA-operated sites, the Housing Authority administers more than 1,600 Section 8 rent-subsidy certificates and vouchers. Of the agency's \$18 million budget, nearly half comes from HUD funding.

The new leader has the opportunity to lead KCKHA in reinventing the agency to modernize or replace older properties and to expand to better serve residents of Kansas City, Kansas, and Wyandotte County.

Accountabilities; Role

Reporting to a 12-member Board of Commissioners appointed by the Commissioners and Mayor of the Unified Government of Wyandotte County and Kansas City, Kansas, and with one resident voting member, the Executive Director/CEO leads the strategic management and development of KCKHA. This includes development and delivery of programs and services on budget; promoting relationships with funders, investors, the Unified Government, partner agencies, residents and the community; compliance; capital investment and technology; and leadership of a large staff of full- and part-time employees responsible for agency administration, finance, property and housing management, elderly services, Section 8 administration, and tenant services and maintenance. With four directors and an Executive Services Manager as direct reports, the Executive Director/CEO holds bottom-line responsibility for the financial stability of the agency; sound working relationships with HUD, other funders and regulatory bodies, and the Unified Government; resident satisfaction and success; and furtherance of the KCKHA mission. In carrying out his/her duties, the Executive Director/CEO:

Leadership. Provides daily leadership to the Directors and senior staff. Promotes the KCKHA Mission and Vision and expectations to fulfill these goals. Provides clear communication in both word and deed to the agency's values and gives clear direction in upholding those values.

Program Compliance: Through the Directors and senior staff, ensures program and regulatory compliance to established standards throughout the agency.

Evaluation and Effectiveness and Program Development: Ensures a regular and effective program of evaluation in all aspects of agency operations. Reviews operational productivity and standards and recommends action to increase productivity and effectiveness.

Program Development: Identifies needs and opportunities for new programs and projects and develops strategies and financial feasibility models for implementing those programs and projects.

Human Resources: With Department Heads, reviews employee performance evaluations prior to final approval. Oversees the employee grievance process and reviews grievances for policy compliance and solidity before assignment to the EEO officer. Ensures support of agency's commitment to diversity and inclusion through all employment actions.

Financial: Manages KCKHA fiscal responsibilities by reviewing processes and obligations for compliance to regulations. Plans, executes and reviews the annual budget and budget performance YTD for each development and for the Central Office Cost Center (COCC). Identifies budget items needing corrective action and works with Directors and Department Heads to implement plans for corrective action. Reviews the monthly Section 8 Landlord payments and approves the requests for disbursement. Plans, executes and reviews the agency's capital budget and expenditures.

Community Development and Strategic Planning: Leads development and redevelopment activities by maintaining a presence and promoting outreach into the community with community leaders, Neighborhood Associations, CDC's and partner non-profits. Meets regularly with local government officials pursuant to redevelopment initiatives, attending Unified Government Council and standing committee meetings, as needed. Advance redevelopment initiatives as directed by the KCKHA Board of Commissioners and its Redevelopment Committee, ensuring federal, state and local compliance. Inspects and monitors necessary renovations, upgrades and unit prep activities.

Technology Planning: Ensures the agency's ability to perform according to standards and licensing with an adequate technology plan in place and in the capital budget. Ensures the agency's ability to perform all required reporting for HUD and other regulatory requirements.

Operations: Oversees routine administration by reviewing policies and procedures, recommending changes in policy to the Board of Commissioners. Directs adjustments in operations in accordance with policy and to address concerns or issues. Reviews and appraises the board of proposed congressional and HUD-mandated changes to operations and directs the implementation of operational changes in accordance with changing policies and procedures.

Communications: Keeps the Board of Commissioners apprised of developments or issues that impact the agency and/or their fiduciary duties, providing them with appropriate reporting, knowledge and background information. Communicate clearly to employees the state of the agency, agency goals, and the objectives

and steps necessary to carry out the agency's vision. Establish and maintain excellent working relationships with HUD, the Unified Government, and community leaders, partnering with them on project opportunities.

Skills and Attributes

The successful candidate will exhibit the following attributes:

- Passion for the Mission of KCKHA and the communities and individuals it serves
- Decisive, accountable leader with impeccable integrity who values transparency and inspires trust
- Ability to communicate at all levels and modify an approach to varying audiences
- Creative problem solver with a can-do attitude who can successfully move projects to completion
- Servant leader who empowers and builds effective teams
- Effective community advocate who demonstrates the ability to bring together groups to address community needs
- Compassionate student of the human condition with a belief in raising individuals from poverty to self-sufficiency

Required Education and Experience

- 8 to 10 years of progressively responsible experience in Housing Authority, low-income housing, housing management, community development, public administration or a closely related field
- Demonstrated leadership of large, complex teams
- Bachelor's degree in Business, Real Estate, Public Administration or a closely related field. Advanced degree preferred.
- Achieve the National Development Council (NDC) Housing Development Finance Professional (HDFP) Certification within four years of employment. Desired qualifications include Public Housing Manager (PHM) Certification and Housing Choice Voucher (HCV) Specialist Certification.
- Wyandotte County residency.

Application Deadline and Procedure

While the position will remain open until filled, **applications received prior to March 5, 2020, will receive priority consideration.**

Apply by email to: HCapKCKHACEO@gmail.com

Attach to the e-mail **in PDF format only**:

- Letter of application
- Resumé, detailing measurable success in the areas of key qualifications for the position
- List of five professional references we may contact

Complete applications will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: HCapSearchNP, Jennifer Furla, Partner, jfurla@hcapsearch.com; 816-591-5493.

The Kansas City, Kansas Housing Authority is an Equal Opportunity Employer. KCKHA affords equal employment opportunity regardless of age, race, gender, creed, national origin, disability, gender identity, veteran status or any other legally protected categories.